NEBRASKA VR TIME/LEAVE
Administration Instructions
(10/20/15)

Nebraska VR staff will complete time/leave in the QE2 electronic, web-based data system.

TIMELINES

By the end of the third working day of the month, staff members' time/leave must be submitted. If a staff member is absent and cannot enter their time/leave, the supervisor will email, iChat or send hard copy the absent staff member's time/leave to the Administrative Associate (Cinda Wacker) at the State Office. The Administrative Associate will enter and submit the time/leave for the supervisor's approval. The Program Directors (Pat Bracken, Cheryl Ferree) are back-ups in the absence of the Administrative Associate.

By the end of the fourth working day of the month, all staff members' time/leave must be approved by their supervisors. If the supervisor is absent and cannot approve time/leave, the supervisor must have emailed, iChatted or sent hard copy the staff members' time/leave in advance of their absence to the VR Director (Mark Schultz) w/ "cc" to the Administrative Associate. The VR Director will approve the time/leave. In the absence of the VR Director, the Administrative Associate will approve the time/leave. The Program Directors are back-ups in the absence of the Administrative Associate.

By the end of the fifth working day of the month, staff members' time/leave will be downloaded onto an Excel spreadsheet generated from QE2 and emailed to Paul Haas in NDE Accounting with "cc" to Pat Bracken, Pam Marker and Amy Spellman in NDE HR and Steve Bauers and Margaret Nehring in NDE Accounting. NDE Accounting will upload the time/leave spreadsheet information into Enterprise One for payroll.

NDE ACCESS TO QE2

Paul Haas, Margaret Nehring, and Steve Bauers in NDE Accounting and Pam Marker, Joel Scherling, Amy Spellman, Deidre Smith and Jayne Uher in NDE HR have access to view staff members' QE2 approved time/leave and time certification for accounting, HR and audit purposes.

INFORMATION FOR USING QE2 TIME/LEAVE (non-exempt & exempt staff members)

The following buttons are on many of the screens: Save , Delete , Back to calendar and Back to calendar .

A. Save saves the hours you entered. Information entered on the screen will not be saved unless you select this button.
B. Delete deletes the hours you previously entered.
C. Back to calendar or Back to calendar takes you back to the monthly timesheet.

TO LOGIN TO QE2 (non-exempt & exempt staff members)

By the end of the third working day of the month, staff members' time/leave must be submitted. Following are instructions on how to access, enter and submit time/leave in QE2 time/leave:

1. Go to VRIS.

2. Click:

   Case Management

3. Login using the name and password you use to log into your computer:

   QE2 Login

   Username: cinda.wacker

   Password: ••••••••••

   Login!

Non-Exempt Staff Who Do Not Time Certify

1. Click the Time Sheet tab.

2. Holiday hours are entered at the State Office.

3. To navigate to the month to enter work/leave hours:

   a. Click the arrows to find the chosen month and year « < > » , or

   a. Scroll up or down to find the chosen month and year September 2009

   b. Click Go

4. To enter work hours by the month or day-by-day:

   a. By the month (staff members who work 8 hours/day):

      1. Click Load Hours which will load 8 work hours in every working day.

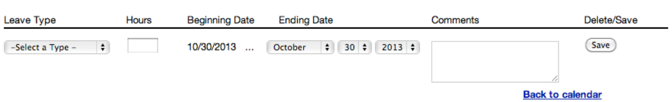
   Or

   b. Day-by-day (Staff members who work 8 hours/day or equivalent based on FTE, 4-10 hours/day or 4-9 hours/day+4 hours):

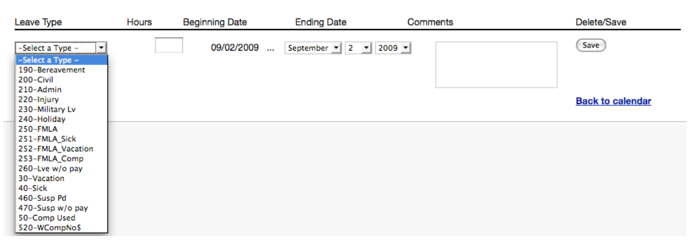
      1. Click on the line under Work Hours ←
      2. Enter the work hours in the Hours cell Hours:
      3. Click Save
      4. Click Back to calendar

5. To enter leave hours:

   a. Click on the Leave Hours blank line on the day of the leave ← which will bring up the following screen:



   b. Click and scroll to the leave type,



   c. Enter the amount of leave hours (partial hours are entered in tenths),
   d. Enter an ending date, if needed,
   e. Enter Comments, if needed, for your records. For staff who are using leave in hundredths, hundredths of hours must be entered in Comments. Comments are viewable by supervisors, leave administrators, and NDE HR/Accounting.
   f. Click Save .
   g. (If needed, enter another leave type, amount of leave hours, ending date, Comments, click Save .)
   h. Notice leave hours and types are at the bottom of each cell 7 7.0 1.0 1.0V
   i. Click Back to calendar

6. Notice at the bottom of the screen:

a. Monthly work hours are recorded:

Monthly Work Hrs. 153.5

b. Monthly Leave Summary records leave types and total hours of leave types:

Monthly Leave Summary

Vacation	10.0
Holiday	16.0
Sick	2.0

c. Leave Days records day/date of the month, leave type and hours:

Leave Days

Thu, 01/01/2009	-> Holiday	8.0
Fri, 01/02/2009	-> Vacation	4.0
Fri, 01/09/2009	-> Vacation	6.0
Fri, 01/09/2009	-> Sick	2.0
Mon, 01/19/2009	-> Holiday	8.0

7. To delete leave hours:

   Leave Hours 1

   a. Click on the leave hours 1.0 ←,

   b. Click **Delete**,

   c. Click **Back to calendar**

8. By the end of the third working day of the month:

   a. Click Submit at the bottom of the monthly calendar which will submit your leave/work hours to your supervisor.

   b. Click OK on the certification screen which will certify that you are the employee who worked the designated work/leave hours 

.

   c. The following notice will appear if you have not recorded 40 hours per week.

   You have weeks with less than 40.0 worked hours. Please verify the information!.

   You must fill in work and leave hours to total 40 hours (or your FTE equivalent) per week. You will not receive the notice if the last week of the month splits between current month and the following month because QE2 is programmed for Sunday through Saturday, 40 hours per week.

9. To change your work/leave hours after you clicked Submit and before your supervisor approves:

   a. See #4, #5 and #7 above,

   b. Click Re-Submit which will update and revise the work/leave hours on your supervisor's approval screen,

   c. Click OK on the certification screen which will certify that you are the employee who worked the designated work/leave hours 

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10. To change your work/leave hours **(in the current month)** after your supervisor has approved, your supervisor, Administrative Associate or Program Directors will need to unapprove your timesheet so that you can update and resubmit (see #9 above). If your previously approved timesheet **(not current month)** needs to be unapproved, contact the Administrative Associate at the State Office.

11. To print your timesheet for your own records:

    a. Click Print at the bottom of the timesheet.

Exempt Staff Who Do Not Time Certify

1. Click the Time Sheet tab.

2. Holiday hours are entered at the State Office.

3. To navigate to the month to enter leave hours:

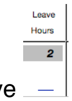
   a. Click the arrows to find the chosen month and year « < > » ,

   or

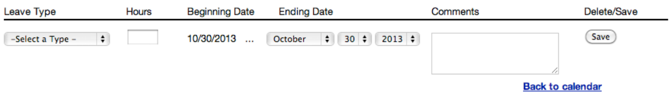
   a. Scroll up or down to find the chosen month and year September 2009

   b. Click Go

4. To enter leave hours:

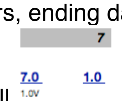
a. Click on the Leave Hours blank line on the day of the leave 

← which will bring up the following screen:



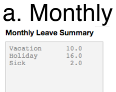
b. Click and scroll to the leave type,

c. Enter the amount of leave hours (partial hours are entered in tenths),
d. Enter an ending date, if needed,
e. Enter Comments, if needed, for your records. For staff who are using leave in hundredths, hundredths of hours must be entered in Comments. Comments are viewable by supervisors, leave administrators, and NDE HR/Accounting.
f. Click Save .
g. (If needed, enter another leave type, amount of leave hours, ending date, Comments, click Save .)

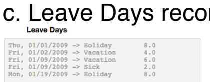
h. Notice leave hours and types are at the bottom of each cell 

i. Click Back to calendar

5. Notice at the bottom of the screen:
a. Monthly Leave Summary records leave types and total hours of leave types:



c. Leave Days records day/date of the month, leave type and hours:



6. To delete leave hours:

a. Click on the leave hours 

←,
b. Click Delete ,
c. Click Back to calendar .

7. By the end of the third working day of the month:

a. Click Submit at the bottom of the monthly calendar which will submit your timesheet to your supervisor,
b. Click OK on the certification screen which will certify that you are the employee who worked the designated work/leave hours 

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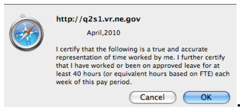
8. To change your leave hours after you clicked Submit and before your supervisor approves:
a. See #4 and #6 above,
b. Click Re-Submit which will update and revise the leave hours on your supervisor's approval screen,
c. Click OK on the certification screen which will certify that you are the employee who worked the designated

work/leave hours  .

9. To change your leave hours **(in the current month)** after your supervisor has approved, your supervisor, Administrative Associate or Program Directors will need to unapprove your timesheet so that you can update and resubmit (see #8 above). If your previously approved timesheet **(not current month)** needs to be unapproved, contact the Administrative Associate at the State Office.

10. To print your timesheet for your own records:

    a. Click Print at the bottom of the timesheet.

Non-Exempt and Exempt Staff Who Time Certify

1. Click the Time Sheet tab.

2. Holiday hours are entered at the State Office.

3. To navigate to the month to enter work/leave hours:

   a. Click the arrows to find the chosen month and year « < > » , or

   a. Scroll up or down to find the chosen month and year September 2009

   b. Click Go

4. To enter all work hours in the Section 110 Basic Support (110) grant by the month or day-by-day:

   a. By the month (staff members who work 8 hours/day):

      1. Click Load Hours which will load 8 work hours in the 110 grant in every working day.

   Or

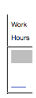
   b. Day-by-day (Staff members who work 8 hours/day or equivalent based on FTE, 4-10 hours/day or 4-9 hours/day+4 hours):

      1. Click on the line under Work Hours  ←

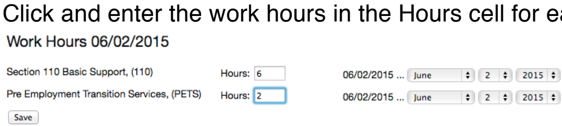
      2. Click and enter the work hours in the Hours cell:

      3. Click Save
      4. Click Back to calendar

5. To enter work hours in the Section 110 Basic Support (110) and Pre-Employment Transition Services (PETS) grants:

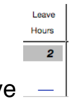
   a. Click on the line under Work Hours  ←

   b. Click and enter the work hours in the Hours cell for each grant:



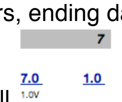
   c. Click Save
   d. Click Back to calendar

6. To enter leave hours:

a. Click on the Leave Hours blank line on the day of the leave  ← which will bring up the following screen:

b. Click and scroll to the leave type:

c. Enter the amount of leave hours (partial hours are entered in tenths),
d. Enter an ending date, if needed,
e. Enter Comments, if needed, for your records. For staff who are using leave in hundredths, hundredths of hours must be entered in Comments. Comments are viewable by staff, supervisors, leave administrators, and NDE HR/Accounting.
f. Click Save .
g. (If needed, enter another leave type, amount of leave hours, ending date, Comments, click Save .)

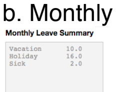
h. Notice leave hours and types are at the bottom of each cell 

i. Click **Back to calendar**

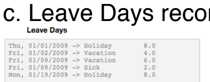
7. Notice at the bottom of the screen:
a. Monthly work hours are recorded:

Monthly Work Hrs. 153.5

b. Monthly Leave Summary records leave types and total hours of leave types:



c. Leave Days records day/date of the month, leave type and hours:



8. To delete leave hours:
a. Click on the leave hours  ←,

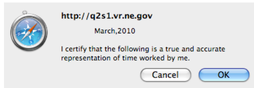
b. Click **Delete** ,
c. Click **Back to calendar**

9. By the end of the third working day of the month:
a. Click Submit at the bottom of the monthly calendar which will submit your leave/work hours to your supervisor.
b. Click OK on the certification screen which will certify that you are the employee who worked the designated work/leave hours  .

c. The following notice will appear if you have not worked 40 hours per week.

You have weeks with less than 40.0 worked hours. Please verify the information!

You must fill in work and leave hours to total 40 hours (or your FTE equivalent) per week. You will not receive the notice if the last week of the month splits between current month and the following month because QE2 is programmed for Sunday through Saturday, 40 hours per week.

10. To change your work/leave hours after you clicked Submit and before your supervisor approves:
    a. See #4, #5 and #6 above,
    b. Click Re-Submit which will update and revise the work/leave hours on your supervisor's approval screen,
    c. Click OK on the certification screen which will certify that you are the employee who worked the designated work/leave hours 

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11. To change your work/leave hours **(in the current month)** after your supervisor has approved, your supervisor, Administrative Associate or Program Directors will need to unapprove your timesheet so that you can update and resubmit (see #9 above). If your previously approved timesheet **(not current month)** needs to be unapproved, contact the Administrative Associate at the State Office.

12. To print your timesheet for your own records:
    a. Click Print at the bottom of the timesheet.

APPROVAL OF TIME/LEAVE BY SUPERVISOR

By the end of the fourth working day of the month, all staff members' time/leave must be approved by their supervisors. Following are instructions on how to access and approve time/leave in QE2 time/leave.

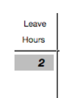
TO LOGIN

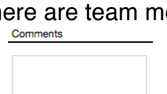
1. Go to VRIS.

2. Click:

3. Login using the name and password you use to log into VRIS:

4. To view all team members' submitted time/leave:
   a. Click the Approve Time Sheets tab.

5. (Optional) Click Look to navigate to the staff member's leave report.
   a. If there are team members who are using leave in hundredths, the leave in hundredths will be viewable by clicking 

and in 

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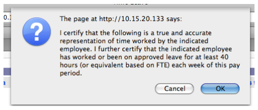
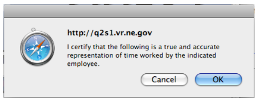
   b. If you navigated to the staff member's leave report, click the Return to Approvals tab to view all team members' time/leave.

6. To approve staff members' time/leave:
   a. Click App.
   b. Click OK on the supervisor's approval screen certifying that the information is a true and accurate representation of time worked by the staff member and that the staff member has worked at least 40 hours (or equivalent based on FTE) each week of the pay period:



for exempt

and



for non-exempt

7. To unapprove a staff member's current timesheet:

   a. Click the List of approved leave tab

   b. Click Un-Approve on the Staff Members approved screen:

   Back to approval

   Staff Members approved -team- July, 2010

Staff members approved	Unapprove
Wacker, Cinda	Un-Approve

   c. Click the Back to Approvals tab

   d. If a staff member's previously approved timesheet needs to be unapproved **(not current month),** contact the Administrative Associate at the State Office.

8. To view the staff members who have approved time/leave:

   a. Click the List of approved leave tab.

9. To view the staff members who have not submitted their time/leave:

   a. Click the List of unsubmitted leave tab.

10. To print the supervisor's monthly leave report, if needed, for your records:

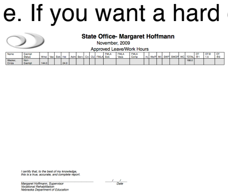
    a. Click Print Report tab.

    b. Scroll to the month and year of the approved report you want to print.

    c. Click Report .

    d. If there are staff members with unapproved leave and/or work hours, you will be required to approve the hours before you can print.

    e. If you want a hard copy of the monthly supervisor's leave report for your records, click the Printable Report(PDF) tab.

    f. To return to the supervisor's approval screen:

       1. Click the Back to Approvals tab.

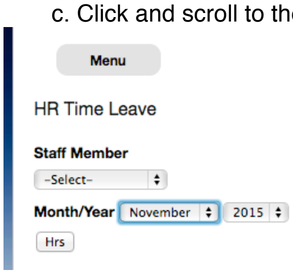
11. To view a staff member's previously approved timesheet:

    a. Go to Main Menu.

    b. Click Previous Leave on the Main Menu:

    Main Menu Time Sheet Approve Time Sheets Previous Leave Logout

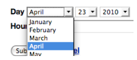
    c. Click and scroll to the staff member's name, month and year:

    d. Click Hrs .

LEAVE ADMINISTRATION — HOLIDAYS

During the month of December, the VR Administrative Associate will create holidays for the upcoming year in QE2 time/leave and load onto all staff members' timesheets. To enter the upcoming year's holidays:

1. Click Admin.
2. Scroll to Holiday.
2. Click New Holiday.
3. Click and scroll to the designated month, date, and year  of the specific holiday.
4. Enter Hours.
5. Click Submit.
6. Click Back to return to the Holiday screen.
7. Continue entering all twelve (12) holidays for the upcoming year.

To enter an entire year's holidays onto all staff members' timesheets:

1. Click Update holiday for staff
2. Click and scroll to January and the upcoming year:
   From January 2010
3. Click and scroll to Staff Member All:
   Staff Member All
4. Click Load holidays to enter holidays on all staff members' timesheets.

To delete a holiday:

1. Click Holiday.
2. Click Delete on the line of the holiday to be deleted

Date	Hours	
01/02/2008	8.0	Delete

To update (or change the date of an existing holiday) and load onto staff members' timesheets:
1. Click Holiday.
2. Click Update on the line of the holiday to be updated

Date	Hours		
01/02/2008	8.0	Delete	Update

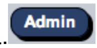
3. Click and scroll to the updated month or year Day January 1 2008
4. 8 hours is the default; change the hours, if necessary. If a staff member is a part-time staff member, QE2 is programmed to load the part-time holiday hours.
5. Click Submit.
6. Click Update holiday for staff.
7. Click and scroll to the designated month and year.
8. Click Load holidays to load onto staff members' timesheets.

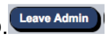
To enter an entire year's or partial year's holidays onto a specific staff member's timesheet, see below. QE2 is programmed to load holidays after the Start Date in hierarchy for new staff members.

1. Click Update holiday for staff
2. Click and scroll to the particular month and year:
   From January 2010
3. Click and scroll to the particular staff member's name:
   Staff Member Bracken, Pat
3. Click Load holidays to enter the holidays onto the specific staff member's timesheet.

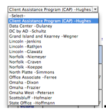
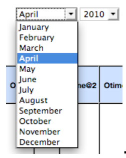
LEAVE ADMINISTRATION — ENTER TIME/LEAVE FOR STAFF

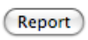
By the end of the third working day of the month, staff members' time/leave must be submitted. If a staff member is absent and cannot enter their time/leave, the supervisor will email the absent staff member's time/leave to the Administrative Associate (Cinda Wacker) at the State Office. The Administrative Associate will enter and submit the time/leave for the supervisor's approval. The Program Directors are back-ups in the absence of the Administrative Associate.

1. To view an overview of a staff member's submitted time/leave, other employee information or enter/change staff member's time/leave, click:
   a. 

   b. 

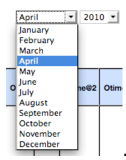
   .

2. To view by team and a specific month:
   a. Click and scroll to the designated team  .
   b. Click and scroll to the specific month and year 

   .
   c. Click 

   .

Or —

2. To view by last name and a specific month:
   a. Click on the beginning letter of the last name A B C D E F G H I . . .
   b. Click and scroll to the specific month and year 

   .
   c. Click 

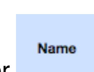
   .

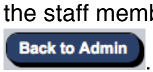
3. To view and/or enter/change staff member's time/leave:
   a. Click 

   next to the staff member's name.
   b. Enter and submit time/leave (see Non-Exempt or Exempt instructions above).
   c. Click 

   .

4. To view information for EnterpriseOne submission (work/adjustment/leave/total hours, leave types, business units, object codes, subledgers):
   a. Click the staff member's name, i.e. 

   under 

   .
   b. Click 

   .

LEAVE ADMINISTRATION — APPROVAL OF TIME/LEAVE IN SUPERVISOR'S ABSENCE

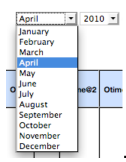
By the end of the fourth working day of the month, all staff members' time/leave must be approved by their supervisors. If the supervisor is absent and cannot approve time/leave, the supervisor must have emailed the staff members' time/leave in advance of their absence to the VR Director (Mark Schultz) w/ "cc" to the Administrative Associate. The VR Director will approve the time/leave. In the absence of the VR Director, the Administrative Associate will approve the time/leave. The Program Directors are back-ups in the absence of the Administrative Associate. The Administrative Associate, Program Directors, and VR Director cannot approve their own time/leave. The Administrative Associate and Program Directors cannot submit **AND** approve a staff member's time/leave.

1. To approve a staff member's submitted time/leave:
   a. Admin
   b. Leave Admin.
   c. Find the staff member (see #2 above).
   d. Click the staff member's name, i.e. Wacker, Cinda under Name.
   e. Click Approve.
   f. Click Back to Admin.

2. To unapprove a staff member's submitted time/leave:
   a. Admin
   b. Leave Admin.
   c. Find the staff member (see #2 above).
   d. Click the staff member's name, i.e. Wacker, Cinda under Name.
   e. Click Un-Approve.
   f. Click Back to Admin.

LEAVE ADMINISTRATION — APPROVAL OF VR DIRECTOR'S TIME/LEAVE

By the end of the fourth working day of the month, all staff members' time/leave must be approved by their supervisors, including the VR Director's time/leave. The Administrative Associate approves the VR Director's time/leave in QE2 where all VR time/leave is submitted and saved. The Administrative Associate forwards the time/leave as an attachment in an email to the NDE Deputy Commissioner, the official signature for the VR Director. The NDE Deputy Commissioner submits the timesheet to NDE Payroll for submission to Enterprise One for payroll. The Program Directors are back-ups in the absence of the Administrative Associate.

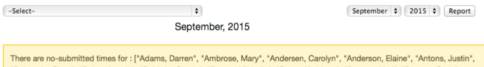
1. To approve the VR Director's submitted time/leave, the Administrative Associate will:
   a. Admin
   b. Leave Admin.
   c. Click on the beginning letter of the VR Director's last name A B C D E F G H I . . .
   d. Click and scroll to the specific month and year .
   e. Click Report.
   f. Click the VR Director's name, i.e. Schultz, Mark under Name.
   g. Click Approve.
   h. Click Back to Admin.
   i. Click Hrs next to the VR Director's name.
   j. Click Print.
   k. Click File/Save As into a Folder.
   m. Create an email to the NDE Deputy Commissioner.
   n. Attach the timesheet.
   o. Send to the NDE Deputy Commissioner.

LEAVE ADMINISTRATION — SUBMITTAL OF TIME/LEAVE TO NDE ACCOUNTING & HUMAN RESOURCES

By the end of the fifth working day of the month, staff's time/leave will be downloaded onto an Excel spreadsheet generated from QE2 and emailed to Paul Haas in NDE Accounting with "cc" to Pam Marker and Amy Spellman in NDE HR and Steve

Bauers and Margaret Nehring in NDE Accounting as well as Pat Bracken in VR. NDE Accounting will upload the time/leave spreadsheet information into Enterprise One for payroll. An email with the spreadsheet as the attachment will mention to Paul, Pam, Amy, Steve, Margaret, and Pat any information that needs to be brought to their attention regarding new, retiring, or resigning staff or any other information pertinent to a staff member's time/leave.

The Time/Leave System will generate a file and download onto an Excel spreadsheet **only** if all staff members' time/leave are approved. The following screen will generate with staff members' names who do not have approved timesheets:



or

1. To verify that all staff members' time/leave are approved:

   a. Click Admin

   b. Click Leave Admin.

   c. Click Lists

   d. Click Unapproved leave.

   e. If there is a staff member's name on the list, contact the supervisor to find out the reason that the staff member has not been approved.

   f. Click Leave Admin at the top of the screen or Leave Admin at the bottom of the screen.

To download, "Save As" and submit time/leave to NDE HR and Accounting:

1. To download and "Save As" staff members' time/leave onto an Excel spreadsheet:

   a. Click Workbook. The time/leave information will download onto an Excel spreadsheet into the Workbook List.

2. Click on Workbook List.

3. Click on the month/year link of the Excel spreadsheet that is being submitted.

4. "Save As" the Excel spreadsheet into a folder.

5. To submit time/leave to NDE HR and Accounting:
   a. If needed, make the necessary changes to staff members' time/leave on the Excel spreadsheet from the emails and other written communication received throughout the month.
   b. "Save" the spreadsheet.
   c. Submit as an attachment on an email to Paul Haas in NDE Accounting with "cc" to Pam Marker and Amy Spellman in NDE HR and Steve Bauers and Margaret Nehring in NDE Accounting and Pat Bracken in VR. NDE Accounting will upload the time/leave spreadsheet information into Enterprise One for payroll. The email with the spreadsheet as the attachment will mention to Paul, Pam, Amy, Steve, Margaret and Pat any information that needs to be brought to their attention regarding new, retiring, or resigning staff or any other abnormality in a staff member's time/leave.

LEAVE ADMINISTRATION — TERMINATION OF A STAFF MEMBER'S TIME/LEAVE

When a staff member terminates employment, time/leave must be submitted by the staff member. If a staff member is absent and cannot enter their time/leave, the supervisor will email the absent staff member's time/leave to the Administrative Associate (Cinda Wacker) at the State Office. The Administrative Associate will enter and submit the time/leave for the supervisor's approval. The Program Directors are back-ups in the absence of the Administrative Associate.

1. To terminate a staff member's time/leave, the Administrative Associate will:

   a. Click on Hierarchy under Administration.

   b. Click Staff Members.

   c. Enter staff member's name in **Staff Member:** wacker.

d. Click Find in Active.

e. Click staff member's name in

Name	Team	Office	Title	Status
Wacker, Cinda	State Office-Hoffmann	State Office	Admin Associate IV	active

f. Scroll to Position Information.

g. Enter End Date: .

h. Scroll and click Update Staff member to save the information.

i. Click Staff Members at the top of the screen to return.

The supervisor will approve the staff member's time/leave. The staff member's time/leave is now available for NDE Accounting and HR purposes.

The staff member's time/leave must be removed from the Active list of staff members and Excel spreadsheet.

1. To remove a staff member's name from the Active list and Excel spreadsheet, the Administrative Associate will:

a. Click on Hierarchy under Administration.

b. Click Staff Members.

c. Enter staff member's name in Staff Member: wacker.

d. Click Find in Active.

e. Click staff member's name in

Name	Team	Office	Title	Status
Wacker, Cinda	State Office-Hoffmann	State Office	Admin Associate IV	active

f. Scroll to Position Information.

g. Enter Deactivated Date: .

h. Scroll and click Update Staff member to save the information.

i. Click Staff Members at the top of the screen to return.

NDE HR/ACCOUNTING ACCESS TO QE2 TIME/LEAVE

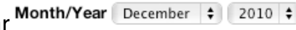
Paul Haas, Margaret Nehring, and Steve Bauers in NDE Accounting and Pam Marker, Joel Scherling, Amy Spellman, Deirdre Smith, and Jayne Uher in NDE HR have access to view and print staff members' approved time/leave for accounting, HR, and audit purposes. These staff members' accounts have been created in VR's LDAP directory.

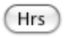
1. To view staff members' time/leave:
   a. Login to Link to Time/Leave System (http://q2s1.vr.ne.gov/menu/login)
2. Enter first initial last name for User. A current password is needed which is available from VR Data Center, IT Infrastructure Support Analyst Lead (Tibor Moldovan).
   Paul Haas (phaas)
   Margaret Nehring (mnehring)
   Steve Bauers (sbauers)
   Joel Scherling (jscherling)
   Pam Marker (pmarker)
   Jayne Uher (juher)
   Amy Spellman (aspellman)
   Deirdre Smith (dsmith)

   Welcome to QE^2

   User cwacker
   Password ••••••••••
   Login
3. Click Time/Leave under Operations.
4. Click Leave-HR.
5. To select a specific staff member's monthly time/leave:

   a. Click and scroll to a staff member's name Staff Member -Select-

b. Click and scroll to the month/year 

c. Click 

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6. To print a staff member's time/leave:

a. Click 

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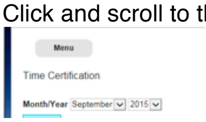
NDE Accounting complete monthly paperwork on staff with approved timesheets and who time certify.

1. To view time certification:
   a. Click Time Certification on the Main Menu:

   b. Click and scroll to the Month/Year of the approved timesheets:



   c. Click Report: